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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH  
100 NORTH SENATE AVENUE N1058  
INDIANAPOLIS, IN 46204  
PHONE (317) 232-3777  
FAX (317) 232-8779

TO: All Interested Parties

FROM: Training Section, Assessment Division

DATE: January 23, 2012

RE: Level I Assessor-Appraiser Certification Course and Examination

The Department of Local Government Finance (DLGF) will administer two Level I Assessor-Appraiser Certification week long course and examination March 26-30 in Plymouth and Indianapolis, Indiana. In an effort to provide everyone with the opportunity to receive all information provided by the DLGF, please share this notification with others in your county, including staff members and members of the county PTABOA.

## Course Description

The classes will run for four consecutive days followed by a 5-hour exam on the fifth day. You must attend the entire four-day course to be eligible to take the exam on Friday March 30<sup>th</sup>. The course and exam is open to all at no charge. However, **you must pre-register by sending in the attached form.** Attendance is limited to 26 people. Students are registered on a first come first serve basis.

Classes will begin at 9:00 a.m. and end at 4:00 p.m. (local time) Monday – Thursday. On Friday, the exam will run five (5) consecutive hours from the beginning of the exam at 9:00 a.m. and end at 2:00 p.m.

## Examination

The objective of the Level 1 and Level 2 examinations is in accordance with IC 6-1.1-35.5-3, to test individuals on job-related concepts that are representative of the substantial knowledge needed for effective performance as a county or township assessor or assessing official. The examination will test practical applications used in the performance of the duties associated with the office.

The examinations are open to all at no charge and are open book. In order to answer some of the questions you will have to work problems similar to those worked during class. The examination will consist of 50 multiple-choice questions of two points each. Passing grade is 70.

**Electronic devices such as laptops, cell phones, iPads, etc... will NOT be allowed during the examination.** You will be asked to provide a photo ID when you arrive. During the

examination, there will be no breaks, although you will be allowed to leave the room for rest room breaks or to get a snack or drink.

### **Supplies to Bring With You**

Please bring the 2011 Real Property Assessment Manual & Guidelines that you have printed from our website at <http://www.in.gov/dlgf/4702.htm>, a calculator, highlighter, notepads, pencils and a 12-inch ruler.

**Electronic devices such as laptops, cell phones, iPads, etc... will NOT be allowed during the examinations.**

### **Special Accommodations**

If you have a physical impairment that will require special accommodations, we ask that you give us advanced notification. Please contact Barry Wood, Director of the Assessment Division, by mail or fax stating your condition and the accommodation you are seeking. You must present medical evidence (such as a doctor's statement) for consideration.

### **Other Information**

Dress comfortably. You will be sitting for long periods, and we suggest that you dress in layers. The rooms have varying temperatures, so you need to be prepared.

### **Registration**

Classes are limited to 26 registrations. There is no fee associated with registration for the course/exam. However, **a registration form must be completed and returned to the address/fax number indicated below no later than 3 weeks prior to class.** This will ensure that there is enough time to prepare adequate materials for the class. If you do not pre-register, we cannot guarantee your admission to the course.

If you have any questions, please feel free to contact Donna Bratcher at the Department either by phone 317) 233-0166 or email [dbratcher@dlgf.in.gov](mailto:dbratcher@dlgf.in.gov).

### **Class Locations:**

#### **Marshall County Building**

112 W Jefferson St, Room 207

Plymouth, IN 46563

(574) 935-8545

Directions: Coming from either west or east: Take US 30 to Plymouth, turn South on SR 17 exit (Michigan Street). Go south about 1 mile to Jefferson Street, turn right and the building will be on the right. Coming from the north or south: Take US 31 to US 30 and go west on US 30 to the Plymouth (SR 17) exit. Once you get off on SR 17, follow the directions above.

#### **Indianapolis, Indiana Government Center South Conference Center**

302 W Washington St

Indianapolis, IN 46204

317-233-0800

Students must find their own parking. There are many parking garages around the Indiana Government Center with variable costs. You can check these out at the following links:

<http://www.in.gov/idoa/2428.htm> or [http://www.indydt.com/parking\\_results.cfm](http://www.indydt.com/parking_results.cfm)

PLEASE NOTE: Prepare and allow extra time for entering the Indiana Government Center South Building through the West Washington Street Entrance. Please be aware that to facilitate weapons restrictions at Indiana Government Center (IGC) North and South, as of July 21, 2008, the public must enter IGC buildings through a designated public entrance. The entrance will be equipped with metal detectors and screening devices monitored by Indiana State Police Capitol Police

**2012**  
**Level 1 Class Registration Form**

**Level 1 Course and Exam March 26-30, 2012**

Name: \_\_\_\_\_

Your work title: \_\_\_\_\_

Employer: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

(Please circle one)

Mailing Address: Home or Business \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

County: \_\_\_\_\_ Township: \_\_\_\_\_

Phone: (Daytime) \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

(Confirmations will only be sent via email, one week prior to exam date)

\_\_\_\_\_ Indiana Government Center South Conference Center, Room 22, Indianapolis, IN

\_\_\_\_\_ Marshall County Building, Room 207, Plymouth, IN

Please email this form to Donna Bratcher [dbratcher@dlgf.in.gov](mailto:dbratcher@dlgf.in.gov)  
Or fax: 317-232-8779